

CIVILIAN NEWS

June 2005

Asset Inventory

You never know when you will face the possibility of illness or death. Take time to review and organize personal financial matters before a crisis. Keep your partner or a person you feel confident informed of important documents held, like investments, insurances, records and certificates. Keep them in a safe deposit, or provide a copy to your lawyer or a person of confidence. If you are an organ donor, inform your next of kin of your wish to give life. Attached you will find an Asset Inventory form. Fill it and keep it in a safe place. Lisa Sutter can provide a hard copy of the form.

Coast Guard Civilian Orientation Training can now be found at <http://learning.uscg.mil>.

This orientation will cover U.S. Coast Guard business processes, roles and missions since civilian employees need a basic understanding of the organization and relevant protocol in order to work effectively in a military organization.

What is EAP?

CG Civilian Employee Assistance Program

The EAP is designed to help employees with alcohol, drug or other problems, which may hurt their performance or behavior. EAP is required by law and they keep information confidential. If you need help, take the first step to call an EPA Coordinator or you can have your Supervisor assist you. EAP can be reached at 1-800-222-0364, 24/7. Do it, this can improve your health, safety and save your job.

Federal Government Aids

Do you know that there are several Federal Government Aids available for you, family member or a friend. Visit www.firstgov.gov and check it out.

Education Link

Do you have small children in school? When you sit down to do homework with your kids, for sure your kids bring assignments for the next day or a project of topics you don't remember or you have not heard about ever. Here is good source of information and it

has a translating site. The web site www.enlaceeducativo.org. Navigate the link and call the phone number and ask for Gamar. They will access you with a (3) months free trial. It's great.

Human Resources

A federal employee benefits primer

Here is a list of federal benefits programs:

FEHB-Federal Employee Health Benefits

FEHB Pre-tax-Premium conversion to pay FEHB with pre-tax dollars

FEGLI-Federal Employees Group Life Insurance

FLTCI-Federal Long Term Care Insurance

CSRS & FERS-Retirement plans

TSP-Thrift Savings Plan

Tips – If you move, buy a postal box or change your mailing address, change your address through www.employeeexpress.gov. Don't wait until the last minute or when you are missing a document, these changes can take place after (2) pay periods.